



Rio Arriba County Detention Center (RACDC) POLICY 007: MANAGEMENT INFORMATION DATA

The Rio Arriba County Detention facility shall maintain a system of gathering management information data to be used for the purpose of proper planning and making decisions concerning the operation of the facility.

Procedure:

Intake Management Information Data

1. Detention personnel shall complete the arrest and booking report.
2. Detention personnel shall initiate an arrest and booking report for all inmates admitted to the facility.
3. Detention officers on each shift shall keep all arrest and booking reports in the custody of the Rio Arriba County Detention facility.
4. The administration of the facility shall maintain an accurate facility roster of all persons committed to the Rio Arriba County Detention facility. The facility roster shall include:
 - a. Inmate name
 - b. Arrest/booking report number
 - c. Time and date of commitment
 - d. Reason for commitment and by what authority
 - e. Total days of confinement
 - f. Time and date and authority of release